

RECAP, Inc.
P.O. Box 886
40 Smith Street
Middletown, NY 10940



Charles J. Darden
Executive Director
Tel (845) 342-3978
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Date: _____

Dear, _____

This letter is in regard to your non-compliance with the Employment & Training Administration. Please be aware that an unannounced visit to your home will be done if it hasn't already. After receipt of this letter please contact your case manager **Mr./Mrs.**_____ **at 845-**_____. Failure to contact the Employment & Training Administration office may lead to additional visits to your home and/or changes to your services received.

Notes: _____

Please feel free to contact my office with any questions or concerns.

Thank You,

Francine Cordero
Career Case Manager
119-123 East Main Street
Middletown, NY 10940
845-343-9944 ext. 21

"Helping People. Changing Lives"

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NUTRITION ~ EMPLOYMENT & TRAINING ~ HOME ENERGY CONSERVATION

Visit our Website: <http://www.recap.org>
Email: recap@recap.org